



**REQUEST FOR
STATEMENT OF QUALIFICATIONS
COS15-029**

for

**Kansas City Royals and Texas Rangers
Spring Training Facility Improvements
Surprise, Arizona**



Released: March 12, 2015



**Mandatory Presubmittal: March 27, 2015
Statement of Qualifications Due: April 13, 2015
on or before 4:00 PM
delivered to
Surprise City Hall
Procurement Office 3rd Floor
16000 North Civic Center Plaza
Surprise, Arizona 85374**

MAYOR

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CITY COUNCIL

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**COMMUNITY & RECREATION
SERVICES DIRECTOR**

MARK A. CORONADO

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PUBLIC NOTICE

City of Surprise – Community and Recreation Services Department NOTICE of REQUEST for a STATEMENT of QUALIFICATIONS (COS15-029) CONSTRUCTION MANAGER AT RISK (CMAR) Spring Training Facility Improvements

The Community and Recreation Services Department, for and on behalf of the City of Surprise, is seeking Statements of Qualifications from Arizona licensed Contractors for Construction Manager at Risk services for:

Construction Manager at Risk (CMAR) Design Phase and Construction Phase Services for the Spring Training Facility Improvements Project.

SCHEDULE OF STATEMENT DEADLINES

| | |
|-------------------------|--|
| Advertise for Services: | March 12, 2015 |
| Pre-Statement Meeting | March 27, 2015, 2:00 PM, M.S.T. Surprise Stadium, 15960 N. Bullard Avenue Surprise, AZ 85374 |
| Questions Due: | April 3, 2015 by 4:00 PM, M.S.T. |
| Statements Due: | April 13, 2015, 4:00 PM, M.S.T. |
| Selection Complete: | April 24, 2015 |

Statements must be delivered to:

Construction Manager @Risk Services – Surprise Stadium
Attention: Dana M. Garr, Procurement Manager
City of Surprise City Hall
16000 North Civic Center Plaza
Surprise, AZ 85374

Statements received after that time and date will be considered non-responsive and will be returned unopened.

Complete information packets are available for download from the City of Surprise website: <http://surpriseaz.gov/index.aspx?NID=386> or by calling 623.222.3700, or by emailing purchasing@surpriseaz.gov.

The City of Surprise reserves the right to reject any or all Statements, to waive or decline to waive irregularities in any Statement, or to withhold the award for any reason it may determine.
CITY OF SURPRISE

Dana M. Garr, Procurement Manager

Publication: AZ Business Gazette

Date: 3/12/15 and 3/19/2015

City of Surprise website, <http://www.surpriseaz.gov>

SECTION I – PROJECT OVERVIEW

The City of Surprise (City) seeks a qualified Contractor to perform preconstruction and construction phase Construction Manager at Risk (CMAR) services for the remodel and expansion to the existing City-owned facilities located at 15960 North Bullard Avenue; the Spring Training Home for the Kansas City Royals and Texas Rangers, Major League Baseball teams (the “Project”).

A. Use of CMAR Process

The City intends to select a CMAR contractor through a procurement process pursuant to A.R.S. § 34-603 and wishes to employ the CMAR project delivery process to encourage a creative, value engineering approach through the interactive efforts of an experienced, highly motivated team. The CMAR process is expected to foster a cooperative owner-designer-contractor effort to review design documents, to identify potential value engineering opportunities and to complete construction of the improvements. The City will encourage the development of creative options to bring the best available construction experience and expertise together to work with the City and Consultant to flexibly, cooperatively, and successfully meet the budget and schedule challenges presented by this project.

The City retained the services of an architectural design firm, Populous, to provide architectural and engineering design for the Project. At the time of this Request for Statement of Qualification (RSOQ), design is 90% complete. The CMAR will work with the Project team to finalize the design and will then provide a Guaranteed Maximum Price (GPM).

Marc Taylor Inc. has been retained to assist with coordination between City, Populous and the CMAR and act as the owner’s representative.

B. Project Budget

Total construction budget, excluding engineer and design services, is \$15,000,000.

C. Project Schedule

Estimated time to complete the project is 9 Months

All qualified firms that are interested in providing these services are invited to submit their Statement of Qualifications (SOQ). Only responsive SOQ’s will be considered. Responsive SOQ is more specifically defined in Section III.

The following timeline will be observed for this RSOQ:

MANDATORY Presubmittal Meeting: March 27, 2015
Questions Due: April 3, 2015
SOQ Proposals Due: April 13, 2015
CMAR Execute GMP Deliverable: April 20, 2015
CMAR Finalize GMP: May 18, 2015
Contract and Notice to Proceed: May 25, 2015
Project Complete: February 9, 2016

D. Project Overview

The successful CMAR will participate in finalizing the Project design during the preconstruction design phase and will hold the construction contract for the improvements. The CMAR will be responsible to deliver the Project through a Construction Phase Service Agreement and will assume risk of delivery at a Guaranteed Maximum Price (GPM). The CMAR will be responsible for construction means and methods, and may also compete to self-perform limited amounts of work.

The CMAR design phase may generally be described as working with the consultant to complete comprehensive construction plans, performing constructability review, budget review, schedule review and refinement. CMAR construction phase services include acting as general contractor to deliver the Project and will assume risk of delivery at a Guaranteed Maximum Price.

ROYALS CLUBHOUSE

TOTAL Square Feet (sf): 51,239sf

EXISTING GROSS AREA: 35,668sf

EXISTING AREA TO REMAIN: 15,450sf

EXISTING AREA TO BE REMODELED: 20,218sf

NEW AREA (BUILDING ADDITION): 15,571sf

NEW GROSS AREA: 51,239sf

RANGERS CLUBHOUSE

OCCUPANCY: A-5

TOTAL GROSS Square Feet (SF): 48,932

EXISTING GROSS AREA: 39,466sf

EXISTING AREA TO REMAIN: 19,480sf

EXISTING AREA TO BE REMODELED: 19,986sf

NEW AREA (BUILDING ADDITION): 9,466sf

NEW GROSS AREA: 48,932sf

CMAR assumes the risk for all construction at the contract GMP. Any work not covered by a budget line item must be included in the contingency amount. This is a turnkey project.

90% Construction Document Design Phase Services provided by the CMAR include but are not limited to:

- Review and input on design, constructability, budget, scheduling and Guaranteed Maximum Price.
- Attending regularly scheduled meetings with the consultant team and the City.
- Applying knowledge of market place conditions to develop accurate, detailed cost estimates in the context of available budget in coordination with the consultant.
- Recommend ways to gain efficiencies in time.
- Review and provide input to the City and Consultant regarding the design and the Improvements:
 - Including constructability (materials, means and methods), value engineering, procurement time requirements, installation strategies and construction factors such as estimated cost of alternative designs, materials and budgets.
 - Means and method recommendations to facilitate construction (e.g. phased issuance of contract documents and scheduling of long lead time procurements, minimizing disruptions to the public, continuous public involvement / notification).

- Identify permitting necessary for commencement of the construction work.

Roles and responsibilities required of the CMAR include the following:

- Prepare and submit a Guaranteed Maximum Price (GMP) proposal that complies with the project cost model and project budget, with support documentation stating the basis of its development including a clear understanding of the associated contingency amounts.
- Concur with the final plans and specifications prior to construction.
- Serve as the General Contractor during construction.
- Construct improvements per the approved construction plans and specifications at the GMP.
- Solicit bids from qualified subcontractors to perform applicable portions of the work, in accordance with the approved selection plan.
- Coordinate inspections and testing of all work.
- Establish, maintain and update construction schedule, identifying activity sequencing, durations, and milestone dates.
- Ensure as-built drawings are current and accurate, coordinating with the design consultant as needed.
- Procure all material, equipment, and labor services necessary for the project, including long lead procurement.
- Actively participate in project coordination meetings, design reviews, and partnering sessions.
- Apply the CMAR's best expertise, knowledge, and skills to identify and recommend alternatives to advance the project's interests.
- Provide a scheduling and budget / cost expert to advise the project team and render real-time opinions concerning impacts to the budget and schedule from various design alternatives (or other actions) the project team is considering.
- Actively track industry construction cost indices and advise the project team any time the likely construction costs approach or exceed the agreed-upon cost model or the estimated budget for construction.
- Provide a truly collaborative process, which leverages all parties' expertise and strengths.
- Develop a three-dimensional building information model (BIM) for use during the design and construction phases, provided there is a return on investment for the cost of developing the model. (The City does not require use of the model after construction is complete.)
- Provide documented constructability reviews that minimize construction issues, RFI's and change orders.
- Manage contingency and change requests.
- Coordinate with various City of Surprise departments, outside agencies, and City consultants, vendors and utilities
- Schedule and manage site operations, including traffic control and routing.
- Provide all construction surveying and staking for the Project.
- Bond and insure construction in accordance with State Law and city requirements.
- Address and acquire all necessary permits (federal, state, and local).
- Maintain a safe work site.

Any additional supporting documents or detail will be posted on the City of Surprise's webpage <http://surpriseaz.gov/index.aspx?NID=386>.

SECTION II – PRE-SUBMITTAL CONFERENCE

A **mandatory** pre-submittal conference will be held on March 27, 2015, 2:00 PM, M.S.T. The meeting location is at the Surprise Stadium, 15960 N. Bullard Avenue, and Surprise.

At this meeting, staff from the City of Surprise will discuss the scope of work, general contract issues, and respond to questions from the attendees. After the general meeting, attendees will then be given an opportunity to participate in a guided tour of the facilities at Surprise Stadium.

The City will not publish any meeting minutes or other information from the Pre-submittal Conference, except the sign-in sheet.

SECTION III – SUBMITTAL REQUIREMENTS

A. General Requirements

1. Responses to this RSOQ must be in the form of a Statement of Qualifications (SOQ), as outlined in this RSOQ and as allowed by A.R.S. 34-603(C). Submittals must be clear and concise, organized as indicated below, with all identified sections included. If in the judgment of the City, a SOQ does not conform to the format specified in this RSOQ, or if any required information is absent or significantly incomplete, the City reserves the right to reject the submittal.

2. Questions regarding this RSOQ must be submitted in writing by fax or email to:

City of Surprise Purchasing Division

Attn: Dana M. Garr, Procurement Manager

Fax: (623) 222-1301

E-mail: Purchasing@surpriseaz.gov or dana.garr@surpriseaz.gov

Verbal inquiries, in person or by telephone, will not be answered. Requests for clarification / questions must be received no later than **4:00pm Arizona Time on April 3, 2015.**

3. Interpretation or correction of the RSOQ documents will be made only by issuance of a written addendum, which will be made available to each known recipient of the RSOQ. The City is not responsible for any explanations or interpretations of the RSOQ documents other than those made by written addendum.
5. This Request for Statement of Qualifications will be listed on the City's web site. The address is <http://surpriseaz.gov/index.aspx?NID=386> or www.surpriseaz.gov, go to City Departments, Finance, Bids and Proposals +\$50,000.
6. Firms who pick up a hard copy packet copy of the RSOQ from the Procurement Office and those who attend the pre-submittal conference will be included on the Request for Statement of Qualifications Holders List. Firms receiving a copy of this packet through any other means (including via download from the City's webpage) must register as a Request for Statement of Qualifications holder at the City of Surprise Procurement Office,

16000 N. Civic Center Plaza Surprise, Arizona, 85374 or call **(623) 222-3700** or email purchasing@surpriseaz.gov to register.

B. Compliance with Arizona Revised Statutes (ARS)

1. Procurement of professional services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.
2. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultant firms) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process shall be addressed to the authorized representative identified below.

C. Waivers, Disclaimers, Limitations

1. The City reserves the right to reject any or all SOQ, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received. No binding contract will exist between the submitter and the City until the City executes a written contract.
2. The City reserves the right to negotiate services for any or all of the tasks listed in this RSOQ deemed necessary for successful completion of the Project. The City also reserves the right to engage the services of others as may be required for successful completion of the project.
3. The City reserves the right to request substitution of subcontractors or to request the addition of specialty subcontractors that may enhance the Project.
4. The City will not be responsible for any costs incurred by any firm submitting an SOQ or responding to this notice. The City reserves the right to waive any irregularities in any submittal and to reject all submittals and re-advertise or cancel the Project in its entirety, at its sole discretion.

D. Submittal Delivery

An original SOQ, plus nine copies (including appendices) must be received **by 4:00 p.m. M.S.T. on April 13, 2015** in a sealed package marked as follows:

Construction Manager @Risk Services – Surprise Stadium
Attention: Dana M. Garr, Procurement Manager
Proposing Firm's Name

And must be delivered to the following address:

City of Surprise City Hall
16000 North Civic Center Plaza
Surprise, AZ 85374

Submittals received after the due date and time, or labeled inconsistent with the above will not be accepted and will be returned to the submitting party unopened. No faxed or electronic SOQs will be considered.

E. Organization and Format

1. The Selection Committee will evaluate SOQ submitted in response to this RSOQ. To allow for a standard basis of evaluation, all SOQs are requested to follow a similar format. Each SOQ must include the following in the order indicated:

- Cover Page (One Page Maximum) indicating:

Request for Qualifications COS15-029
Submittal Due Date and Time
Company Name (Logo optional)

- Title Page (One Page Maximum): Include company name, addresses, email/website addresses, phone numbers, fax numbers, name/s of Principals.
- Transmittal Letter (One Page Maximum): On company letterhead, identify the entity submitting the SOQ and include an expression of the firm's interest and briefly summarize the background and distinguishing qualities / capabilities that uniquely qualify the firm for this Project. Introduce key team members and their relevant experience and specifically state that:
 - Reasonable diligence has been exercised in the preparation of the SOQ.
 - That all contents are true, accurate, and complete to the best of the signer's knowledge.
 - No exceptions to the RSOQ are taken, or specifically identify and explain such exceptions.

Note, exceptions taken may render the SOQ nonresponsive and may be taken into consideration in scoring the SOQ under relevant scoring criteria.

The letter should be signed by an individual who can contractually bind the firm.

- Table of Contents: must include all SOQ sections listed in the evaluation criteria.

2. Addenda to the SOQ must include the following in the order indicated:

- Attachment A: Executed Affidavit of Non-Collusion
- Attachment B: Organizational Chart with Key Personnel and affiliation
- Attachment C: Team member resumes, (two single sided pages each, maximum).
- Attachment D: Gantt Schedule
- Attachment E: Subcontractor Selection Plan and Procedures

3. Total Allowable pages; excluding title page, resumes, table of contents, section dividers, signed transmittal letter, and any attachments, is 30 single-sided pages with a maximum size of 8 ½" x 11" and using 12 point Arial font of at least 12 point. Each page side which contains information will be counted towards the total page count. Pages that have project photos, charts, graphs, or other illustrations will be counted toward the maximum number of pages.

Do not include any design concepts, fees, man-hours, or pricing related to this Project with SOQ submittals. These materials will not be considered and failure to comply with this provision may result in the rejection of the submittal.

F. Protests. Firms wishing to respond to disqualification or a procurement outcome may refer to the Department of Administration procurement protest policy and procedures, as authorized by Arizona Revised Statutes §34-603(J) and contained within the Arizona Administrative Code, Section R2-7-A901 through A911, and the City of Surprise Procurement Guidelines.

G. Disqualification. Failure to comply with any of the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of SOQ at the proper location by the specified date and time;
- The number of copies of the submittal requested;
- Adherence to maximum page requirement.

SECTION III – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The firm will be selected based on the following criteria, in relative order of importance:

A. General Contractor Qualifications Information (25 points)

1. Provide a general description of the firm, its legal organization, and attach an organization chart showing key personnel.
2. Provide the following information:
 - a. List the Arizona contractor license(s) held by the firm or key personnel, including license numbers and whether the licenses are held by individuals or the firm. The firm must hold the correct license for this project in accordance with Arizona Revised Statutes §32-1151.
 - b. Identify the location of the firm's principal office and the home office location of key staff on this Project.
 - c. Identify any contract or subcontract held by the firm or officers of the firm that has been terminated within the last five years. Identify any claims arising from a contract that resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes of each claim.
 - d. CMAR's Experience Modification Rate (EMR), safety record and a detailed list of any pending claims or litigation against any work it has performed.

B. Experience and Qualifications

(25 points)

1. Provide a general statement and discussion of your firm's relevant qualification. Describe your firm's project management approach and experience. Include, as part of the discussion, the following items:
 - a. Involvement with design development and refinement;
 - b. Systems used for planning, scheduling, estimating, and managing construction;
 - c. Experience with design review, cost and scope control, value engineering, and working with a project's design engineer;
 - d. Protocol or process for quality control, dispute resolution, and safety management.
2. Identify at least three comparable projects in which you served as either CMAR, agency Construction Manager during design and construction phases (without providing construction services), or General Contractor. Special consideration will be given to firms that have provided Construction Manager at Risk services on similar successful projects. For each project identified, provide the following:
 - a. Description of the project, including:
 - Name and location
 - Construction dates
 - Project owner and phone number
 - Architect's name
 - Reference information (two current names with telephone numbers)
 - b. Role of the firm (specify whether Construction Manager at Risk, Construction Manager or General Contractor. If CMAR or General Contractor, identify the percent of work self-performed. Also specify services provided during design phase and construction phase, i.e. cost estimating, scheduling, value engineering, etc.).
 - c. Project's original contracted construction cost and final construction cost with explanation of any difference.
 - d. Key issues and resolutions.
 - e. A description of the collaborative BIM process that was used (if any) and how it benefited the project.
 - f. A description of three value-engineering, or other cost saving, ideas your firm provided.
3. List all projects within the last five years for which you have provided CMAR or general construction services for the City of Surprise, either completed or ongoing, that are not already included in the preceding sections.
4. Discuss what differentiates the project team from other teams for delivering this project.
5. Indicate your process in advertising bid to the subcontracting community.
 - a. Illustrate your ability and commitment to bid the project out to multiple subcontractors
 - b. Illustrate your ability to seek voluntary bid alternates during the GMP process so these might be considered.

6. Discuss your open book process in developing the GMP and how you plan to include Marc Taylor, Inc. (City Owners' Rep) and the City of Surprise. Preliminary expectations include:
- a. Prior to bid provide a preliminary mutually acceptable GMP format (to ensure the costs will be broken out appropriately between Royals and Rangers);
 - b. Discuss an approach to communicate detailed cost for General Conditions (Staff and Trailers) items as well as General Requirements (dumpsters, port-a-johns), Daily Clean up, etc.; including, but not limited to:
 - reviewing bid scopes with Marc Taylor Inc. prior to bid you plan to present to the sub-contracting community;
 - providing subcontractor quotes on receipt from subcontractors prior to bid scoping process;
 - allowing full access to scheduled post bid interviews with subcontractors (come back pricing);
 - c. Identify / expose / reconcile / clearly communicate any specific cost allowances you recommend carrying in final GMP;
 - d. Illustrate your schedule software and how it plans to coordinate with Marc Taylor Inc. and the City of Surprise on short notice.

C. Experience of Key Personnel

(20 points)

1. Identify all key personnel anticipated for this project. The key personnel identified for this project should include the CMAR Contractor, the Project Manager, the Site Supervisor(s) and the Project Estimator. For each key person, provide the following:
- a. Length of time with the firm;
 - b. Background and experience in delivering comparable projects;
 - c. Percentage of time to be committed to each phase of this Project;
 - d. Describe at least two comparable projects in which the individual played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide the following:
 - Description of the project, including:
 - Name and location
 - Construction dates
 - Project owner and phone number
 - Architect's name
 - Reference information (two current names with telephone numbers)
 - The role and responsibility of the person;
 - Key Issues and Resolutions;
 - Project's original construction cost and final construction cost;
2. List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

D. Project Understanding and Approach

(20 points)

The City has identified the following as critical success factors for the project; sequencing of construction to expedite efficient, successful delivery of the project; effective coordination and communication; and cost effective delivery. The 90% (not for construction) plans have been included in this RSOQ to allow the CMAR to provide a higher level of Project Understanding and Approach.

1. Discuss the major issues your team has identified on this Project and how your team intends to address those issues. Include a risk assessment plan that outlines the following:
 - a. List and prioritize major risk items (areas that may cause the project to not be completed on time, not finished within budget, may generate any change orders, or be a source of dissatisfaction for the owner).
 - b. Explain how CMAR Contractor will avoid / minimize the identified risks.
 - c. Propose any options that could increase the value (expectation or quality) of the work.
2. Identify any technical innovations or innovative approaches anticipated in executing the Project, including the use of BIM. Also, discuss the particular expertise your team offers and how you propose to use this expertise to benefit and add value to the project.
3. It is anticipated the CMAR will engage this project at the 90% document stage. However, during the course of preconstruction/construction there may be other alternates that need to be considered that are not currently designed. Provide a description of the estimating process your firm uses during pre-construction. Describe how this process is used to validate the project budget, how the estimating process evolves during the project, and how your firm assures, once the budget is validated, the project costs are constantly reviewed and kept within the budget. Also, describe how your cost estimating, value engineering, alternative materials, constructability analysis and construction sequencing will lead to a lower cost facility. **Do not provide cost data for this project.**
4. Describe your methodology to develop and deliver a GMP. Include the following in your overall discussion;
 - a. Your process on establishing and using CMAR contingencies and method for cost control;
 - b. Establishing general conditions expense;
 - c. Sub-contractor selection plan, including a narrative that details CMAR procedure to carry out the plan. Include a copy of the plan and any written procedures as Attachment E. (Note: Subcontractor selection processes / plan may be based on qualifications alone or on a combination of qualifications and price, but may not be based upon price alone.)
5. Provide your firm's processes used to manage, minimize, or eliminate RFI's and Change Orders from this Project.

6. Describe systems used for planning, scheduling, estimating, and managing construction. Briefly describe the firm's experience on quality control, dispute resolution, and safety management.
7. Prepare a detailed Gantt-style project schedule, which clearly identifies milestones; design activities; permitting processes; City approval processes; and construction and project close-out (assume a Design Review and Preconstruction Phase Notice to Proceed date of May 25, 2015). This schedule should be Attachment D.

E. Team Availability & Start Date (5 points)

For each key person anticipated for this Project, identify and summarize any current major assignments, percentage of time committed to each assignment, anticipated end date of each assignment, and percentage of time to be committed to this project. Also, include a statement as to when the team would be available to start work on this project.

F. Principal & Local Office Participation (5 points)

List locations of all of the team's offices anticipated to be involved in the project and the percentage of involvement. Also, identify the home office location of each key team member. Identify the percentage of each key team member's work expected to be done locally. If the team members are not located locally, describe how these team members will coordinate their reviews and support of the project.

SECTION IV – SELECTION PROCESS

A selection panel will evaluate each SOQ according to the criteria set forth above. Firm scores will be based solely on the evaluation criteria. Maximum available points are 100.

No interviews will be conducted.

The selection panel will rank submissions in order of preference based on highest score and identify at least three, but no more than five candidates for the final list. Negotiations will commence with the highest ranked firm on the final list and will proceed as set forth in A.R.S. §34-603(E).

The panel will identify the final list on or before April 24, 2015. The city will award the CMAR contract to the highest ranked firm with whom the City can negotiate a contract within the project deadlines.

Before the award is made, the City will hold a pre-award meeting with the highest ranking firm. This meeting will allow the opportunity for the selected firm to clarify all information about the project.

The selected firm will be required to provide a statement from a Surety Company with an A-rating or better describing the firm's bonding capacity.